

Marshall University
Banner Finance
Change Request for Existing Banner FOAPAL Code

Please check one: ☐ Organization ☐ Fund ☐ Account ☐ Program ☐ Index

Banner Code Number and name to which this change applies: _____

Reason for change or attach information related to this change: _____

Indicate what type of change is needed and provide requested information related to that change.

____ **Deactivate the Banner Code Number identified above**

____ **Change Name**

Current name in Banner: _____

Requested name (up to 35 characters): _____

____ **Change Financial Manager Name:**

Current financial manager in Banner: _____

New financial manager: _____

____ **Change in reporting structure:**

(Changes will take place at the start of the next fiscal year unless approved by VP for Finance.)

Current summary level in Banner (i.e., ----SL): _____

New summary level (i.e., ----SL): _____

Requested by: _____

Dean or Director approval signature: _____

Vice President approval signature: _____

Please send this form to your Dean or Vice President for approval and then send to the Office of Accounting.

For Accounting Office use only

Effective Date of Change _____

Approved by _____

Date requester notified _____

Form modified 6/12/08